



JOB DESCRIPTION

Administrative Assistant
ARTMS Products Inc.

BASIC FUNCTION: The ARTMS Administrative Assistant is responsible for providing a variety of routine, non-routine, and technical administrative services to the Chief Executive Officer, Chief Operating Officer and Chief Technology Officer and to other members of the ARTMS team as required.

ORGANIZATIONAL RELATIONSHIPS:

The assistant interacts and reports on a day-to-day basis with the CEO but will also interact with the COO and CTO. Other internal and external contacts are with company staff, including engineering, accounting, shipping and receiving, communications and a variety of visitors. Externally, key contacts include customers and company contractors that serve a variety of different functions. In addition, the Administrative Assistant also liaises with members of the company's Board of Directors.

PRINCIPAL RESPONSIBILITIES:

- Manage calendars and organize schedules and appointments for CEO, CTO and COO
- Coordinate meetings, from regular short meetings to larger multi-day meetings for ARTMS staff as well as external visitors
- Organize and book travel arrangements, including international travel and conferences
- Submit and reconcile expense reports
- Develop and maintain filing and/or record keeping systems for contracts, technology disclosures, and other information; recommend and implement improvements to administrative processes
- Assist with the preparation and assemble of material for the ARTMS Board of Directors and Board Committee meetings. Coordinate travel, meetings and events; prepare agendas and record minutes (when required);
- Reception duties - Liaise with external groups and individuals answering and directing people and phone calls. Provide general support to visitors
- Assist in coordinating IT needs via an external IT consultant
- Provide assistance with shipping and receiving of products, parts and other business-related materials
- Perform routine website maintenance and content update
- Order office supplies, research potential suppliers and perform basic cost analysis
- Assist with preparing shipments and documentation for customs clearances
- Assist with HR administration; maintain records of vacation accruals and absences and term expirations and extensions. Collect timesheets for hourly employees.
- Assist with ensuring ARTMS' compliance with various government departments/agencies:
 - Canadian import/export controls (Shipping/Receiving)
 - Canadian Nuclear Safety Commission (CNSC) regulations (Operations)
 - US import/export control (Shipping/Receiving)
 - Worksafe BC (Human Resources)

- All other applicable standards, such as ISO9001, etc. (Operations)
- Provide or oversee other administrative support as needed including directing mail, managing petty cash and postage, reconciling ARTMS accounts and credit cards, and assisting in audits
- Organize special events as requested, such as conferences and company functions.
- Other duties and/or special projects, as required

SUPERVISION RECEIVED:

Works independently with general direction from the CEO. In all areas, he/she exercises a high degree of judgment and initiative in handling matters of both routine and non-routine natures. Advice or direction from the CEO, COO or CTO may at times be sought with respect to clarification on policy, procedure or past precedents. Sound judgment and decision making is based on a thorough knowledge of ARTMS procedures and standards.

SUPERVISION EXERCISED:

No supervisory requirements in this position, however, the position may oversee temporary employees working on company related activities.

KNOWLEDGE AND SKILLS:

The essential knowledge and skills include strong organization, the use of independent judgment, attention to detail, confidentiality, time management, and the flexibility to work in a fast-paced environment while managing changing priorities. To be effective in this position requires a good understanding of ARTMS' goals and objectives. Good interpersonal skills, tact, and discretion are required to deal with a wide variety of people and personalities. Computer skills required include a working knowledge of MS Word, Excel, PowerPoint, Adobe Acrobat, email, and internet. Excellent written and oral English communication skills are essential, as well as effective listening.

QUALIFICATIONS:

A minimum of 3 years' experience in an administrative assistant role, preferably in a technology start-up office environment, along with proficiency in the use of identified computing software applications. Previous experience working in a fast-paced, multi-level, project based environment, with emphasis on timeliness and delivery. As well as an undergraduate degree, technical, or on-the-job training in a related support role, along with substantial service-oriented experience.